



1. Setup



Acordex Mobile Dispatch Setup

Overview of the Mobile Dispatch System

Mobile Dispatch is an exceptionally comprehensive mobile system that makes the CMV driver's work day more enjoyable and more efficient. As a part of the Acordex Safekeep system, it uses our powerful, time-tested intranet architecture. You can be quickly up and running:

- communicating with drivers
- managing pickup and delivery workflow
- managing trailer moves, hooks and drops
- mapping the location of drivers and equipment
- providing Bills of Lading and other images to drivers
- capturing consignee signatures for Proofs of Delivery
- reviewing photos of damaged freight, accidents or poor loads
- filling out DVIRs and communicating defects to your shop
- capturing mileage for IFTA reporting
- complying with HOS log requirements for both ELD drivers and exempt drivers

Easy to install and use

Installation of the Mobile Dispatch system is easy because all functions are accessed from a web browser. Using Mobile Dispatch is as easy as opening a web page. You do not need to install any software on the computers in your office or terminal.

Drivers use the Mobile Dispatch Android app. Because Mobile Dispatch runs on standard tablets, you don't have to worry about expensive, custom made, on-board computers. If your drivers know how to use a smart phone or navigate a webpage they will be pros at using Mobile Dispatch.

Our model





Great software isn't just about how well it works, but also how well it maps to your real world processes. That's why we try hard to accurately model your business in our applications. For Mobile Dispatch, this means looking at the information world from the viewpoint of the driver. Drivers *need and generate* information for many systems. Acordex Mobile Dispatch brings this all together for the driver, including seamless integration with Transportation Management Systems (TMS).

Setup

Electronic Logging Device (ELD)

Connection Cables

When ordering your Engine Connection Device (ECD), one of the following cables will be needed to connect the ECD to your equipment. You may have a combination of cables depending on your fleet.

			
J1708 6-Pin Cable	J1939 9-Pin Cable	J1939 9-Pin Cable Type II (Green, 2017 or newer)	OBDII 16-Pin Cable (Volvo/Mack)

Installing the Engine Connection Device



Once the engine connection device (ECD) and cable are received, your fleet maintenance department will install the ECD into the power unit. The cable will connect the ECD to your power unit's J-bus.

The ECD can be placed according to your maintenance department's preference. The ECD should be secure enough so that it will not be disconnected by every day movements. We find the most common way to secure it is with a cable zip tie or Velcro.



All of the cables have a T-style connector. After you install the ECD cable, the back side of the plug provides a socket available to plug in another J-bus device.

Creating a Power Unit List

A power unit list is needed to keep track of the specific power unit information, as this is needed to set up the ECD list.

To create a power unit list you will need to go into Mobile Dispatch utilities. Click the "Utilities" button on the bottom of the Mobile Dispatch main menu.

The screenshot shows the Mobile Dispatch main menu. At the top left is the Mobile Dispatch logo with a red and white icon. Below it are buttons for 'Top Level' and 'Home'. To the right is a decorative banner with a blue and orange abstract pattern and a 'User Guide' button. The menu is organized into several sections, each with a header bar and a list of buttons with descriptions:

- Driver Communication & Freight Status**
 - Communications Panel**: Dispatch (dropdown) Communicate with drivers who are in the selected Communications Group and are currently using Mobile Dispatch; track status of their freight.
 - Observe Panel**: Dispatch (dropdown) Track status of freight in the selected Comm Group and read messages.
 - Find Shipment**: Search Mobile Dispatch for a shipment
- Image Retrieval**
 - Find Images**: Search for a photo taken by a driver or a document image
 - BL Photo Workflow**: Process Bill of Lading photos using the workflow queue
- Geolocation**
 - Trail Map**: Display a map of the marker trail for a driver
 - Driver Locations**: Display a map with current location of all drivers
 - Equipment Locations**: Display a map with latest location of equipment
 - Mileage**: Miles driven by any driver, data for IFTA reporting
- Safety and Maintenance**
 - DVIR**: Driver Vehicle Inspection Reports
 - Productivity**: Driver Status and time spent for each activity
 - Driver Logs**: DOT Driver Log grids with Hours of Service analysis
- Utilities and Settings**
 - Reports**: List of reports
 - Utilities**: Mobile Dispatch Utilities

Then go to "Power Units."

Done

Mobile Dispatch Utilities

Manage Data

Frequent Consignees

Consignee list for driver quick selection when filling out the Pickup screen

Terminals

List terminals, email addresses for maintenance

Drivers

List all drivers, their terminals, last login, etc.

Productivity Zip Codes

Import or view zip code service area table for productivity analysis

Equipment Data

Power Units


List all power units in the database

ECD Setup

Manage Engine Connection Devices

















Power Unit Checksums

Generate Checksums for Power Unit Labels

You can add a new record by clicking on "Manually add a new Tractor record" at the bottom of the list. You can edit an existing record by clicking on the edit pencil 

Done

List Power Units

edit	power unit	type	IFTA	owner	ECD mac address	manufacturer	engine	transmission	year	stampModify
	15	tractor	yes	owned	c0:b4:48:b4:16:bb	Peterbilt			2010	2017-03-28 15:56:49
	22	tractor	yes	owned	b0:b6:48:b4:16:bc	Peterbilt			2010	2017-03-28 17:31:35
	23	tractor	yes	owned	b0:b4:48:c4:16:cc	International			2015	2017-03-28 17:32:29
	24	tractor	yes	owned	b0:b4:48:b4:46:bc	Peterbilt			2010	2017-03-28 17:33:45
	34	tractor	yes	owned	b0:b4:48:b4:46:bb	Peterbilt			2010	2017-03-28 17:35:08
	42	straight truck	no	leased	b0:c4:48:b4:26:bc	Mack			2016	2017-03-28 17:37:37
	43	tractor	yes	owned	b4:b4:48:b4:16:cc	Peterbilt			2010	2017-03-28 17:37:17
	44	tractor	yes	owned	c0:b4:48:c4:16:bc	International			2015	2017-03-28 17:38:21
	45	tractor	yes	owned	b0:44:48:b4:16:bc	International			2015	2017-03-28 17:38:52
	47	tractor	yes	owned	b0:b4:48:b4:32:bc	International			2015	2017-03-28 17:39:23
	78	tractor	yes	owned	b0:48:b4:b4:16:bc	International			2015	2017-03-28 17:40:19
	93	tractor	yes	owned	b0:b4:48:b4:bc:16	International			2015	2017-03-28 17:40:42
	100	tractor	no	owned	b0:b4:48:b4:16:bb	International			2015	2017-03-28 17:31:07
	123	tractor	yes	leased		Mack			2016	2017-03-30 12:07:16
	163	tractor	yes	owned	b0:b4:48:b4:16:b0	Peterbilt			2010	2017-03-28 17:41:06
	234	straight truck	no	owned	c0:b4:48:b4:16:bc	International			2015	2017-03-28 15:55:04
+	Manually add a new Tractor record									

Done

Enter the power unit information and click "Submit" when done.

Each Engine Connection Device (ECD) has its own MAC address number that is labeled on the outside of the device, the "MAC#". When you install an ECD into a power unit, this number is needed to assign the ECD to the correct power unit. Enter it in the "ECD Mac Addr" field.

Enter Power Units

Equipment Number

Type

IFTA ☐ No ☒ Yes

Owner

ECD Mac Addr

Manufacturer

Engine

Transmission

Year

Record Created

Last Modified

Once the device is assigned to its power unit equipment number, the driver tablet will automatically connect to the ECD when the driver enters that power unit during his pre-trip reporting.

Office User Setup

For office personnel to be able to make driver log corrections, their user profile will need to be set up. User setup can only be done by the company's IT manager.

There are three basic groups a user can belong to: Staff, Admin or Manager. Custom groups can also be added if needed.

Staff: This is the lowest access level and will only allow basic user functions, i.e. access to comms/observation panels, Find Images, Find Shipment. This is recommended for customer service.

Admin: This group allows the same access as Staff and also provides access to the upper management reports, e.g. productivity reports, and non-technical settings.

Manager: This group is for an IT manager. They can edit or create users for the system and have access to other sensitive technical settings.

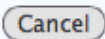
Driver Information Setup

The TMS will send over a driver list, but will only send over driver name and login information. More information

will need to be entered and saved under the driver's profile for ELD compliance.

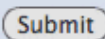
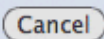
To be ELD compliant the following fields will need to be filled in:

Driver's License First Name, Driver's License Last Name, Driver's License Num, & Driver's License State.

 **Driver Data Enter**

Only use this screen to correct errors, not for creating a new Driver record.

First Name	<input type="text" value="FRANK"/>	
Last Name	<input type="text" value="CLARK"/>	
Message Name	Frank Clark	
Terminal ID	<input type="text" value="1"/>	
MD Password	<input type="text" value="CLAdemo"/>	password used by the driver when logging into Mobile Dispatch
Driver's License First Name	<input type="text" value="Franklin"/>	
Driver's License Last Name	<input type="text" value="Clark"/>	
Driver's License Num	<input type="text" value="S056512345"/>	
Driver's License State	<input type="text" value="MA"/>	
Exempt from Driver Log	<input checked="" type="radio"/> No <input type="radio"/> Yes	Set to yes if driver is exempt from the DOT Hours of Service log requirement
Allow Yard Moves	<input type="radio"/> No <input checked="" type="radio"/> Yes	Set to yes if driver is allowed to select 'Yard Moves' during an 'On Duty' status
Authorize Personal Use	<input checked="" type="radio"/> No <input type="radio"/> Yes	Set to yes if driver is allowed to select 'Authorized Personal Use' during an 'Off Duty' status
Comment	<input type="text"/>	
ID Driver TMS	FRCL	
Last Login	2017-09-07 11:48:27	
Data Source	tms	
Record Created	2013-05-28 16:33:48	
Last Modified	2017-09-07 13:46:19	

You then need to select "Yes" to the follow compliance fields, if they are applicable. The system will automatically default to "No".

- **Exempt from Driver Log.** Set to "Yes" if a driver is exempt from driver logs. Be sure to put in a comment as to why they are exempt, because the annotation is a DOT requirement and will appear in the ELD event history header.
- **Allow Yard Moves.** Set to "Yes" if a driver is allowed to make yard moves. This will make the "Yard Moves" check box available to drivers who select an "On Duty" status in the HOS status entry screen. This allows drivers to perform yard moves as "On Duty/Not Driving", so the time does not impact their driving hours.
- **Authorize Personal Use.** Set to "Yes" if a driver is authorized to use company equipment for personal use (also called personal conveyance). This will make the "Authorized Personal Use" check box available to

drivers who select an "Off Duty" status in the HOS status entry screen. This allows drivers to move the unit while "Off Duty", so the time does not impact their driving hours.

Note: If a driver is at lunch and decides to move their truck to go somewhere to eat, the ECD will automatically take the driver off lunch and into an "On Duty/Driving" status unless "Authorized Personal Use" is marked as "Yes".

Once you are done editing the drivers information, click "Submit" and you will be returned to the Driver List.

Note: The confidential information that is entered in Driver Data will only be used for the required ELD information for the Driver Logs and for no other purpose.

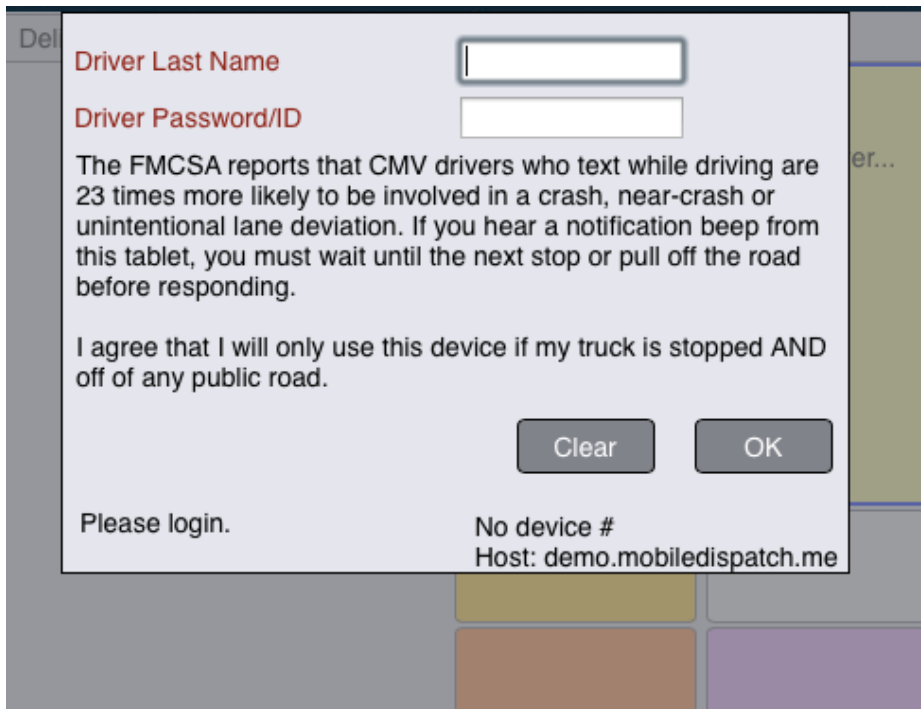
2. Driver



Acordex Mobile Dispatch For the Driver

Logging In

When you first turn on your tablet the Mobile Dispatch app should already be running and displaying the login screen. Always log in with the login & password provided to you by dispatch.



The screenshot shows a login interface on a tablet. At the top, there are two input fields: "Driver Last Name" and "Driver Password/ID". Below these fields is a block of text: "The FMCSA reports that CMV drivers who text while driving are 23 times more likely to be involved in a crash, near-crash or unintentional lane deviation. If you hear a notification beep from this tablet, you must wait until the next stop or pull off the road before responding." Below this text is a line of text: "I agree that I will only use this device if my truck is stopped AND off of any public road." At the bottom of the form are two buttons: "Clear" and "OK". Below the buttons, it says "Please login." and "No device # Host: demo.mobiledispatch.me".

Del

Driver Last Name

Driver Password/ID

The FMCSA reports that CMV drivers who text while driving are 23 times more likely to be involved in a crash, near-crash or unintentional lane deviation. If you hear a notification beep from this tablet, you must wait until the next stop or pull off the road before responding.

I agree that I will only use this device if my truck is stopped AND off of any public road.

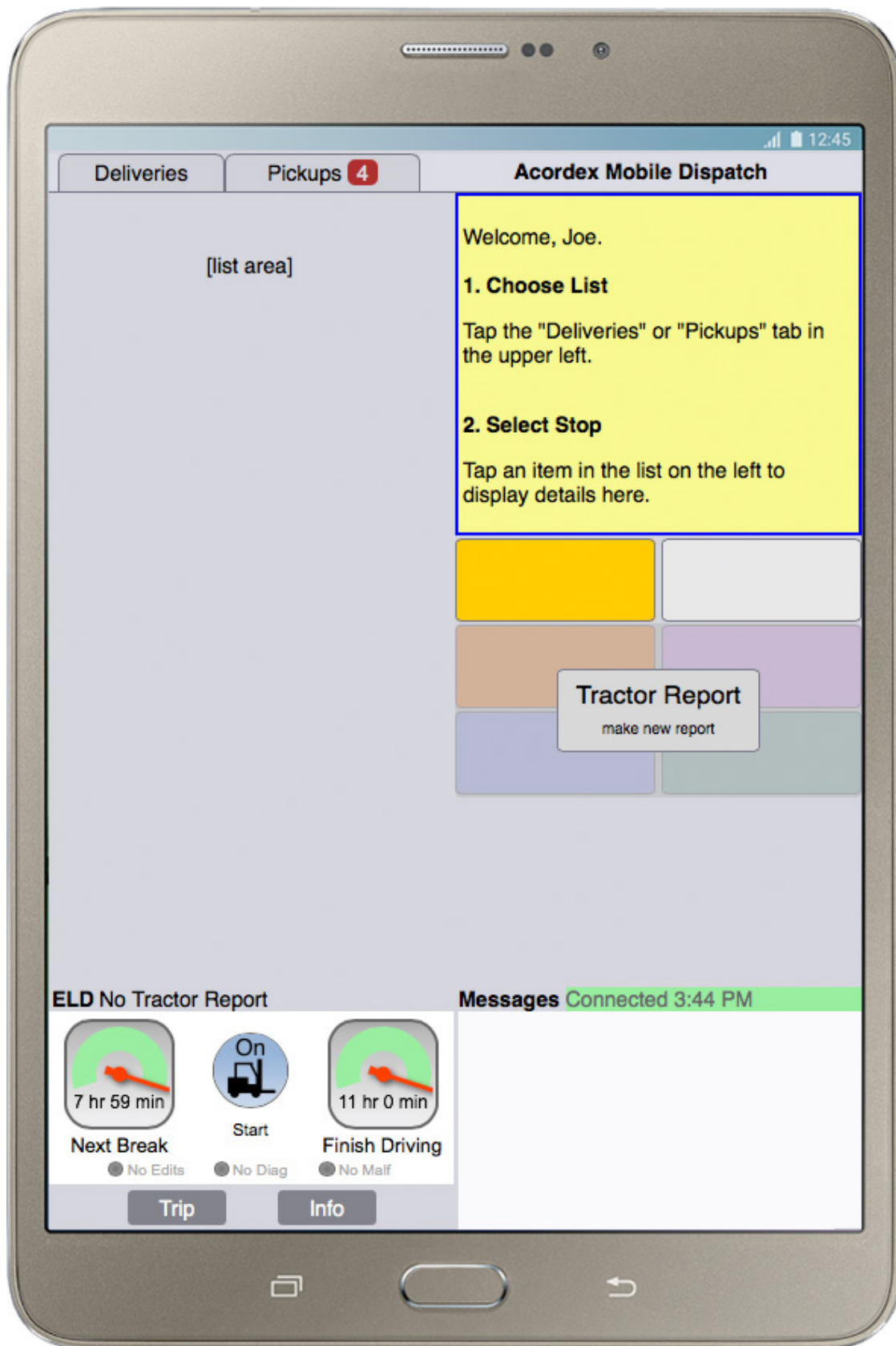
Clear OK

Please login.

No device #
Host: demo.mobiledispatch.me

er...

Once the login is successful it will bring you to the Mobile Dispatch Pickups and Deliveries screen.



Optional Service

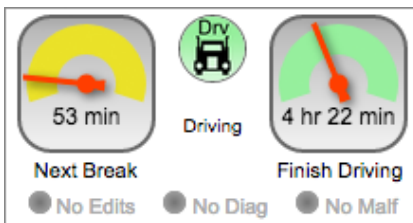
ELD Driver Logs

ELD Dashboard

The ELD dashboard, containing the hours of service meters, will appear on the tablet when the ELD optional service is turned on. The tablet will keep track of the HOS status and generate a driver log grid based on readings from the Engine Connection Device (ECD) that is connected to the tractor's engine.

Hours of Service Meters

The ELD dashboard has 3 hours of service indicators: "Next Break" meter, current status, and "Finish Driving" meter.



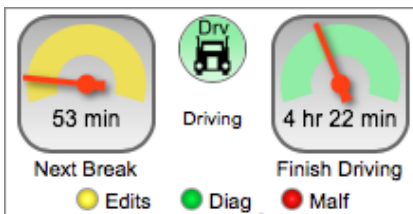
The "Next Break" meter will let you know how much time is left before you are required to take a 30 minute "off duty" break. The meter bar will remain green until 1 hour before a required break. At that time the bar will turn yellow. The meter bar will turn red to alert you that there are 30 minutes until a required break.

The current status indicator displays your current HOS driver status.

The "Finish Driving" meter will let you know how much driving time is remaining for the day. This meter takes into consideration all 3 Hours of Service rules - 11 hr driving, 14 hours on duty, and 7 day/60 hour (or 8 day/70 hr). The meter bar will remain green until there are 2 hours of driving left. At that time the bar will turn yellow. The meter bar will turn red when there is only 1 hour of driving time remaining.

ELD Indicator Lights

At the bottom of the ELD dashboard there are 3 indicators. These indicators are used to make the driver aware of any edits, diagnostic errors, or malfunctions that require their attention.



There are 4 different indicator colors:

Grey: No issues or data.

Green: There was a previous error detected but the issue has been resolved. No action is necessary. This indicator light will not disrupt the functioning of the program. The green light will remain lit for 7 days to indicate that there was a previous error. Once the 7 days has expired without another error, the indicator light will go back to grey.




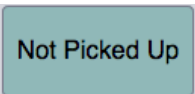
Yellow: There is an issue that needs the driver's attention, but is not urgent. The driver may need to review suggested edits and approve or reject them. A yellow malfunction or diagnostic means the ECD has experienced an issue that the driver should be aware of, but it does not require immediate attention.

Red: There is an on-going diagnostic or malfunction that requires immediate attention. The issue detected may prevent the proper operation of some part of the ELD system.

Integrated status changes

The moment a driver logs into a tablet, the status will automatically change from Off Duty to On Duty/Not Driving. He or she will remain in this status until another status (typically En Route) is tapped.

Status:

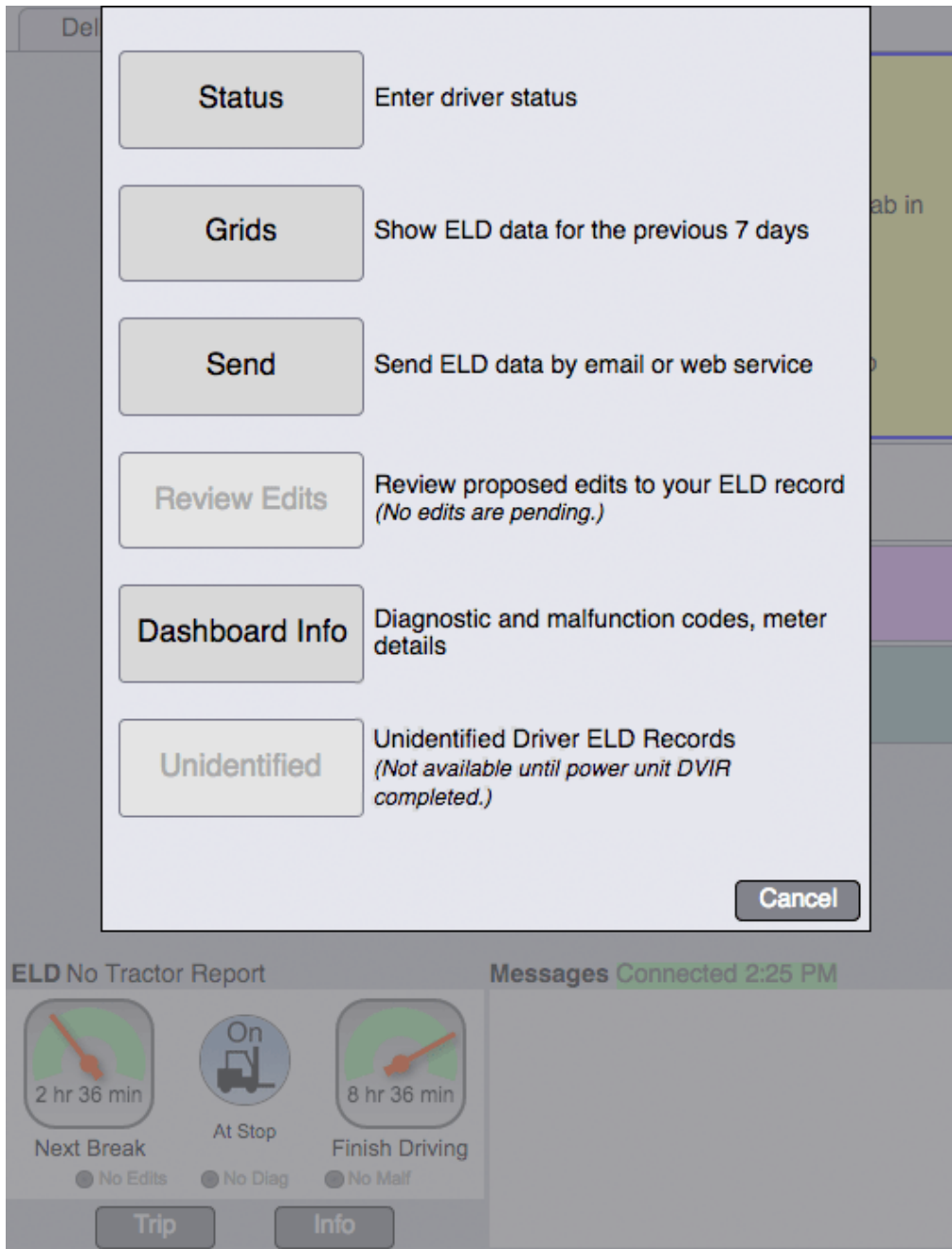
	will change the status to Driving. If an ECD is connected to the power unit, the status will change to Driving when the vehicle exceeds 5 MPH.
	will change the status to On Duty/Not Driving.
	will keep the status of On Duty/Not Driving. If the current status is Yard Moves, tapping Picked Up will clear Yard Moves.
	will keep the status of On Duty/Not Driving. If the current status is Yard Moves, tapping Not Picked Up will clear Yard Moves.

Once a stop is completed, tap on the next stop on the tablet (either a pickup or delivery) and tap "En Route". This will change the status back to Driving. The engine connection will also change the status to Driving automatically.

Changing the HOS status

There are certain situations in which a driver will need to manually change the HOS status. To change the status, tap anywhere on the ELD display box.

In the menu box that appears, Tap "Status" (the menu may appear different from the one shown below). This will bring up the status menu and you can select the correct status.



Yard Moves (YM)

When a driver is allowed to perform Yard Moves, the Yard Moves check box will appear after returning to the terminal. This will allow the driver to perform yard moves and remain in an On Duty/Not Driving status until the driver changes their status or drives faster than expected for a yard move. When drivers go over 20 MPH (default value, which can be adjusted by the carrier) they will be changed to an Driving status as they have exceeded the yard moves maximum speed threshold.

When a driver taps the "Arrived" button and is authorized to perform yard moves, the drivers status will automatically go to On Duty/Not Driving, Yard Moves. The driver will remain in this status until they tap their final status at the stop, either Delivered or Picked Up. Once the final status is updated, the driver will be changed to

an On Duty-/Not Driving (no Yard Moves) until they change their status or start driving 5 MPH.

Authorized Personal Use (PC)

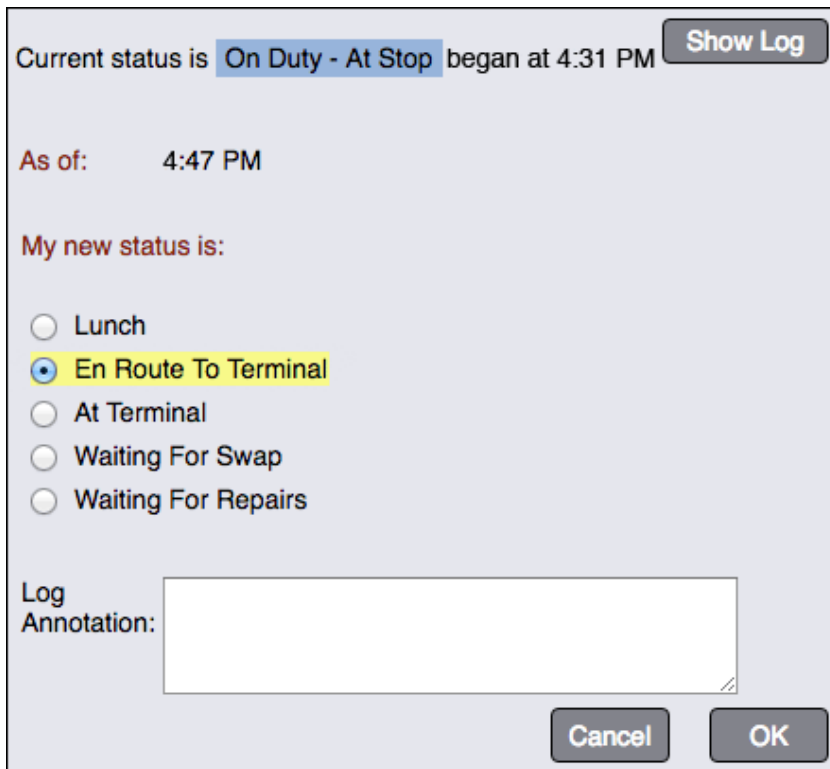
The Authorized Personal Use status, also known as Personal Conveyance, is used when a driver needs to record periods of using a vehicle for authorized personal use. This may include the time traveling between a driver's home and terminal (or normal work reporting location), and traveling short distances (from terminals or motels) to restaurants. These periods of personal use may be considered Off Duty time.

A driver who uses a vehicle for transportation home and is later dispatched from home would be Driving from the time the driver leaves home.

Note: Off Duty/Authorized Personal Use is *not* the same as logging off for the day. Once the driver has completed the Personal Conveyance and is done using the equipment for the day, the driver must log off. This changes the driver status to Off Duty/Done.

Productivity Example

If you're using the Productivity option, you will have a custom status list that integrates both the DOT driver status and the Productivity sub-status. You may have a screen that is similar to the one below. The following example would be selected if you just finished the last pickup and are now driving to the terminal.



The screenshot shows a software interface for selecting a driver status. At the top, it says "Current status is On Duty - At Stop began at 4:31 PM" with a "Show Log" button. Below this, it says "As of: 4:47 PM". The main section is titled "My new status is:" and contains five radio button options: "Lunch", "En Route To Terminal" (which is selected and highlighted in yellow), "At Terminal", "Waiting For Swap", and "Waiting For Repairs". At the bottom left, there is a "Log Annotation:" label next to a text input field. At the bottom right, there are "Cancel" and "OK" buttons.

Similarly, the following example would be selected if you just arrived at the terminal.

Current status is **Driving - Driving To Terminal** began at 4:47 PM Show Log

As of: 6:58 PM

My new status is:

☐ Lunch
☐ En Route To Terminal
☒ **At Terminal**
☐ Waiting For Swap
☐ Waiting For Repairs

Yard Moves ☐

Log Annotation:

Cancel OK

ELD Example

The status list on the tablet should be very similar to the one below. A "Driving" button is not necessary, because the "Driving" status is set automatically. The following screen will be seen if a driver is starting lunch and is authorized to use the Power Unit during lunch. The "Authorized Personal Use" check box will not appear if a driver is not authorized to use the power unit during lunch. Similarly, the "Yard Moves" check box will only appear when tapping "On Duty" if the driver is authorized to perform yard moves.

Current status is **Driving** begun at 9:46 AM Show Log

As of: 11:41 AM

My new status is:

☐ On Duty
☒ **Lunch**
☐ End Of Work Day

Authorized Personal Use ☒

Log Annotation:

Cancel OK

Lunch Break

Selecting "Lunch" will put a driver in the Off Duty status and the "Lunch Break" box will appear. If a driver starts lunch but then changes his or her mind within a few minutes, "End Lunch" can be tapped. This will return the driver to an On Duty/Not Driving status until changing to the next status. After 5 minutes in Lunch status, the "End Lunch" button cannot be tapped until the full DOT required 30 minutes has elapsed.

Lunch Break

Lunch break begun at 1:04 PM.

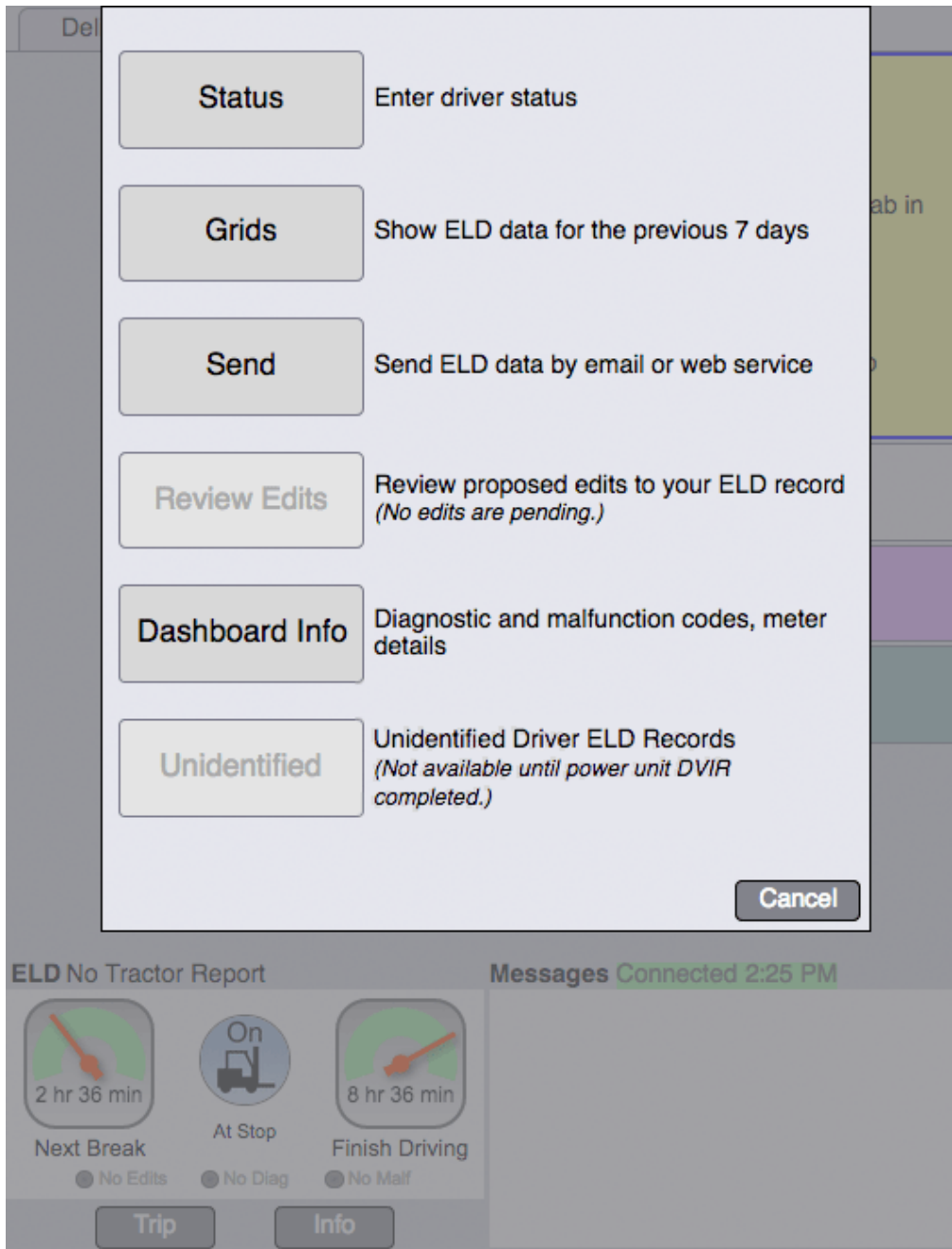
To qualify as a lunch break you must remain at lunch for a full 30 minutes.

Break duration so far: 3:10

End Lunch

Viewing your HOS Grid

If a driver is ever asked to show the driver's log, it can be displayed on the tablet. Tap on "ELD" menu (shown below) and tap on "Grids".



This will bring up the HOS Grid with the required ELD header. It will display the 7 previous days' logs and the current day's log.

<< Prev
Tuesday, Jan 24
Edit
X

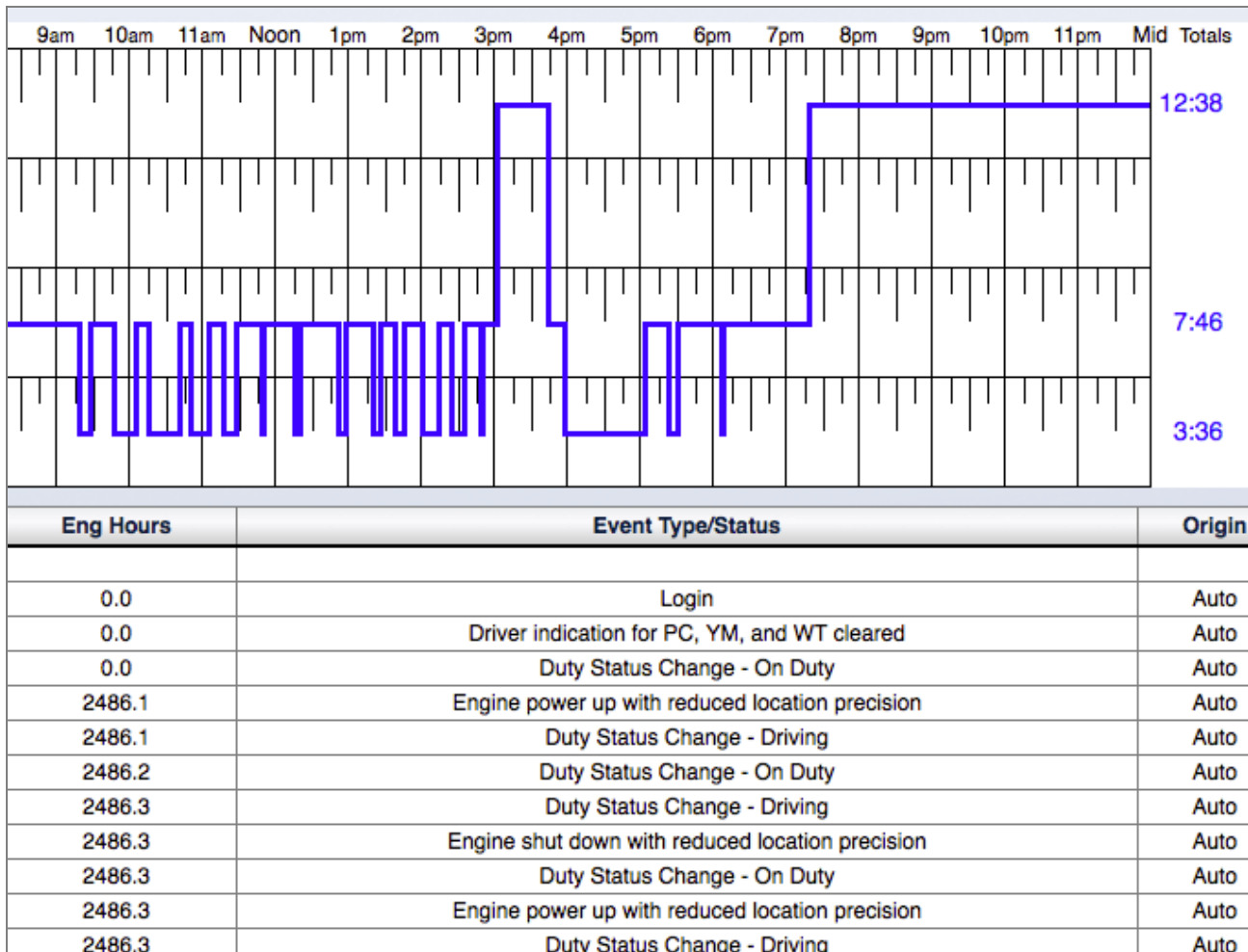
24-Jan-17	154789	S5698523	MA
<i>Time Zone</i>	<i>Driver Name</i>	<i>Co-Driver Name</i>	<i>ELD Manufacturer</i>
PDT	Cara,Joseph		Acordex
<i>24-Hour Period Starting Time</i>	<i>Driver ID</i>	<i>Co-Driver ID</i>	<i>Truck Tractor ID</i>
Midnight	918		1170
<i>Carrier</i>	<i>Start-End Odometer</i>	<i>Truck Tractor VIN</i>	
Acordex Transportation	78273-78367	1XKBAJ8XXFJ450727	
<i>Current Location</i>	<i>File Comment</i>		
Auburn, WA			

Note: All times below are in **PDT**. Your current time zone is **EDT**.

View grid below as: ☐ Day shift ☐ Night shift ☒ Default for run

	Mid	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	Noon	1pm	2pm	3pm
Off Duty	[Blue bar from Mid to 7am]															
Sleeper	[Vertical lines every 15 min]															
Driving	[Vertical lines every 15 min]															
On Duty	[Blue bars from 7am to 3pm]															

The ELD grid contains more information than will fit on a tablet screen. Use your finger to push the image around to display other information, from top to bottom: header, grid and events.



In order to switch days, tap either the "Prev" button or the "Next" button to get to the correct day. After finishing, tap the "X" to return to the Mobile Dispatch screen.

Log Out


Once the work day is completed, the driver must log out, using the Logout button found in the Trip menu. When a driver logs out, Mobile Dispatch will automatically pull up the driver log. Confirm that all the information is accurate and tap the "Sign" button.

Once you tap the "Sign" button, the screen will be split and there will be an empty box for you to sign your name. Tap the "Accept" button when you are done signing your name.

	Mid	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	Noon	1pm	2pm	3pm	
Off Duty	[Solid Blue Line]							[Vertical Drop]	[Solid Blue Line]								[Vertical Drop]
Sleeper	[Vertical Tick Marks]																
Driving	[Vertical Tick Marks]							[Vertical Drop]	[Solid Blue Line]								[Vertical Drop]
On Duty (not driving)	[Vertical Tick Marks]							[Vertical Drop]	[Solid Blue Line]								[Vertical Drop]

Sign Below

*I hereby certify that my data entries
and my record of duty status for this 24-hour period are true and correct.*



You must be in an area with cell-coverage to complete your logout, so Mobile Dispatch can make sure the server has received all of your data. If you do not have cell-coverage, you will need to move the tablet to an area where there is cell-coverage before turning the tablet off.

Logging out... 🔄

7 server updates pending. If this message persists, move to an area with better cell coverage.

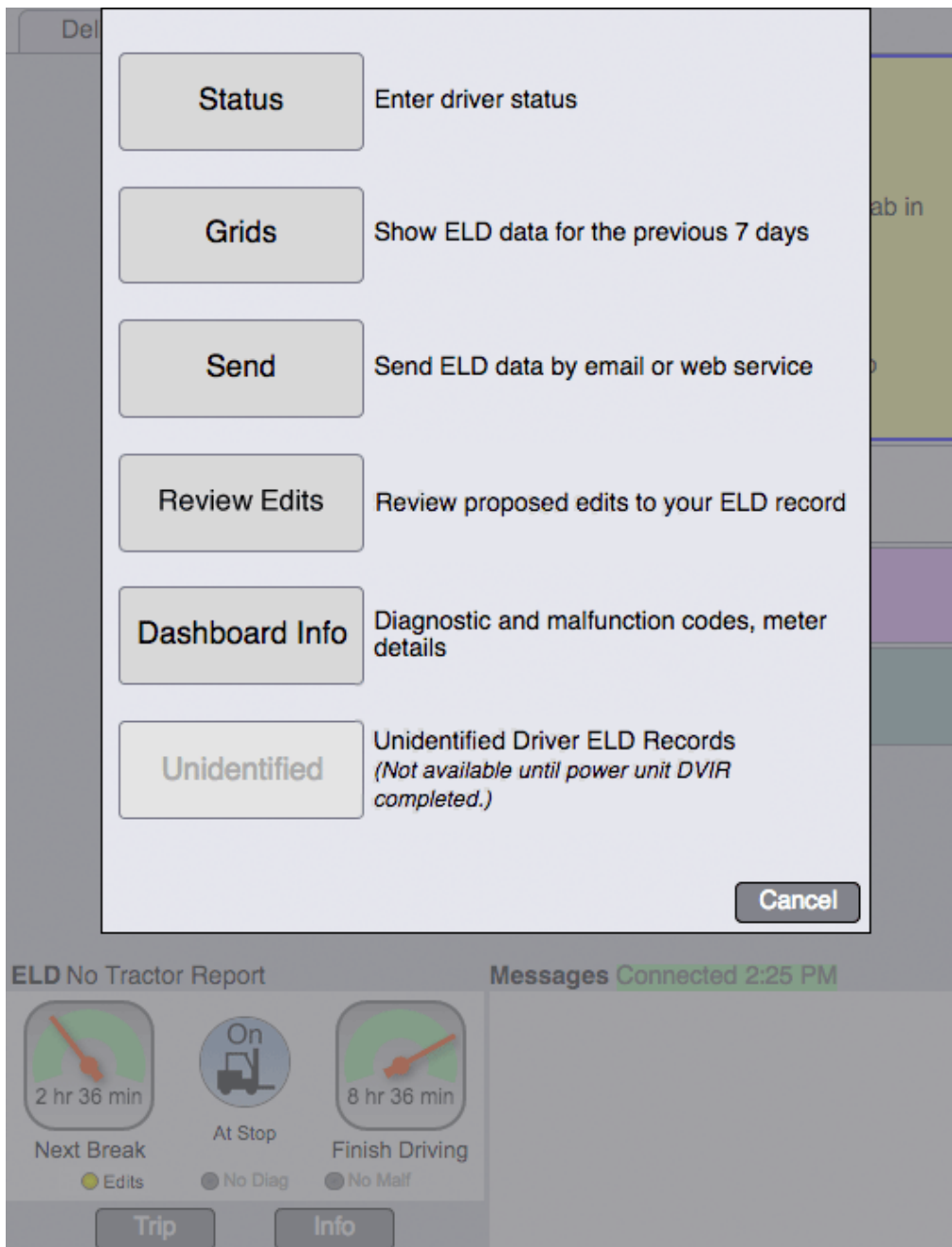
Note: Logging out will end any further data from being collected for your run and place you in the Off Duty status. If you forget to log out at the end of the day, your will still be in the last status reported. This can cause your hours of service to be incorrect until manually corrected.

Reviewing Edits

Once the log has been accepted, it can then be reviewed back at the terminal. If an error is detected at the terminal, the office staff will make a suggested edit that will then need to get final approval from the driver.

When there is an edit that needs to be approved by the driver, the Edit indicator light on the dashboard will turn yellow, to indicate that there is a pending edit. Go to the "ELD" menu and tap the "Review Edits" button. When

there are no pending edits the button will be greyed out.



Tapping the "Review Edits" button will bring up the edit that needs to be reviewed. There are 2 ways to view the proposed change, a table or a grid. The table view will automatically be brought up, which will display the log's status changes and times. Suggested changes will be displayed in red in both the current and proposed columns.

Reviewing edit 1 of 1, run date 2017-03-23

Table Grid

Current	Proposed
11:12a On Duty	11:12a On Duty
11:16a Driving	11:16a Driving
11:34a On Duty	11:34a Off Duty
12:15p Driving	12:15p Driving
2:00p On Duty	2:00p On Duty
2:00p Off Duty	2:00p Off Duty

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

Cancel Deny Approve

Tap the "Grid" button and the HOS grid will appear. The suggested changes will be displayed on the grid in red.

Reviewing edit 1 of 1, run date 2017-03-23

Table Grid

	Mid	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	Noon	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	Mid	Totals
Off Duty																										21:53 21:12
Sleeper																										
Driving																										2:03 2:03
On Duty (not driving)																										0:04 0:45

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

Cancel Deny Approve

After reviewing the edit, tap "Accept" or "Deny". If "Accept" is tapped, the change suggested will be reflected in the driver log. If "Deny" is tapped, the driver log will remain unchanged.

Making an Edit to an Off-duty Break

There will be times that you might forget to enter a break period. When this happens, your HOS data must be edited.

To make an edit, tap on the "ELD" button to get into the ELD menu and tap "Grids". This will bring up the current HOS Grid. You can then use the "Prev" or "Next" buttons to find the day you would like to edit and then tap the "Edit" button.

< Prev

Next >

Wednesday, Sep 6

Edit

X

Carrier	Start-End Odometer	Truck Tractor VIN
Acordex Transportation	null-null	
Current Location	File Comment	
0.4 mi E Inwood, NY		

Mid

1am

2am

3am

4am

5am

6am

7am

8am

9am

10am

11am

Noon

1pm

2pm

Off Duty

Sleeper Berth

Driving

On Duty
(not driving)

Time	Off Duty	Sleeper Berth	Driving	On Duty (not driving)
Mid	Yes	No	No	No
1am	Yes	No	No	No
2am	Yes	No	No	No
3am	Yes	No	No	No
4am	Yes	No	No	No
5am	Yes	No	No	No
6am	Yes	No	No	No
7am	Yes	No	No	No
8am	No	No	No	Yes
9am	No	No	Yes	No
10am	No	No	Yes	No
11am	No	No	Yes	No
Noon	No	No	Yes	No
1pm	Yes	No	No	No
1:30pm	No	No	Yes	No
2pm	No	No	Yes	No

This will bring up a screen that will ask what you need to change for that day. You can change your Login Time, Break Periods, or Logout.

What do you need to change for
Wednesday, Sep 06?

- ☐ Login Time
- ☒ Break Periods
- ☐ Logout Time

Next

When you select "**Break Periods**", it looks for any existing breaks. If there are any, you can "Correct this break" or "Add a new break."

Your break was from 12:17 PM to
12:49 PM.

Then your status changed to Driving.
Do you need to correct your break or add
another?

☒ Correct this break
☐ Add a new break

Next

If you select "**Correct this break**", it will bring up the break details.

- To **edit** a break, type in the correct times, the type of break, and fill in the annotation field. Then tap "Save".
- To **delete** a break, fill in the annotation at the bottom of the box and tap "Delete".

An annotation is required for all edits, to describe why the change was made.

Edit this break on Wednesday, Sep 6.

My break started at:

My break ended at:

Break type:

Annotation (required):

-- OR --

I need to delete this break.

Annotation (required):

Once the "Save" or "Delete" has been tapped the the Edit Saved screen will appear. The changes you made will automatically be reflected in the HOS grid and will be available for the office staff to review.

Your edit has been saved.

Edit Again

If you select "**Add a new break**", fill in all the break details (Start time, end time, location), enter the Annotation and tap "Save"

Add a break to Wednesday, Sep 6.

My break started

at:

4:00 PM

My break ended

at:

4:30 PM

I was in this city:

Methuen

In this state:

MA

Break type:

Lunch ↕

Annotation

(required):

Forgot to enter

Save

Your edit will not be saved if the ELD has recorded driving time from the Engine Connection Device (ECD) during the time period you are trying to edit. Instead, an error message will appear letting you know it is not allowed. ECD created Driving time cannot be changed, per the DOT specification.

Add a break to Wednesday, Sep 6.

My break started at:

4:00 PM

My break ended at:

4:30 PM

I was in this city:

Methuen

In this state:

MA

Break type:

Lunch ▴ ▾

Annotation (required):

Forgot to enter

Can't save for this time. You were driving at 4:07 PM.

Save

Making an Edit to Start or End of Day

There may be times that your tablet might not be ready for you when you want to log in and go On Duty, or you forget to logout and go Off Duty. When this happens, your HOS data must be edited.

To make an edit, tap on the "ELD" button to get into the ELD menu and tap "Grids". This will bring up the current HOS Grid. You can then use the "Prev" or "Next" buttons to find the day you would like to edit and then tap the "Edit" button.

What do you need to change for
Wednesday, Sep 06?

- ☒ Login Time
- ☐ Break Periods
- ☐ Logout Time

Next

If you select "**Login Time**", it will simply ask for the correct login time. Enter the login time, annotation, and tap "Save". The "**Logout Time**" functions in the same way.

Correct your login time for Wednesday,
Sep 6.

I started my day
at:

7:35 AM

Annotation
(required):

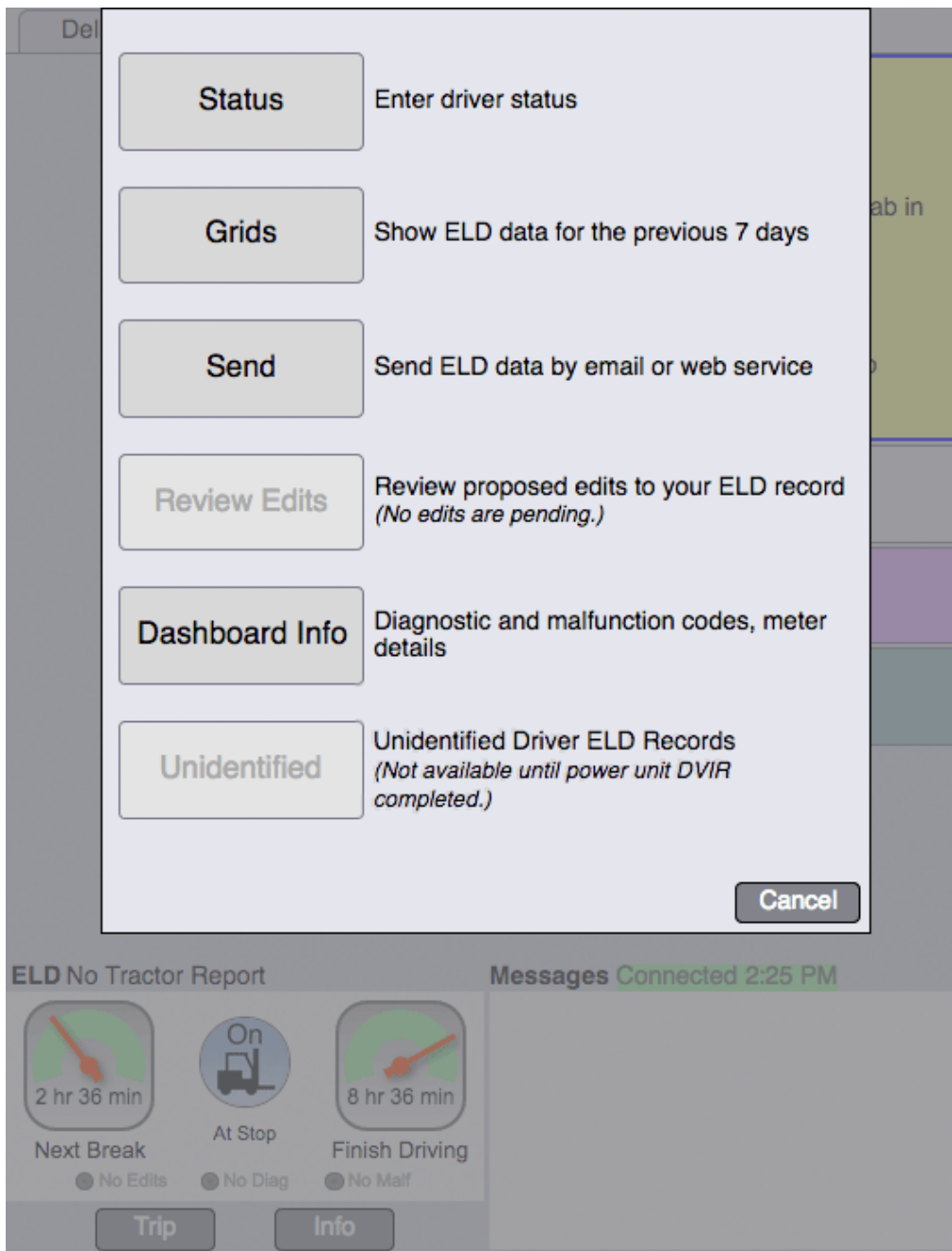
Tablet was ready late

Save

Note: All edits are recorded in the ELD data record along with the time of the edit and the name of the person who made the change. It is a DOT requirement to record who/what created the original record or made a change.

Export Data

There will come a time when a driver will need to send the ELD data to a DOT official. The ELD data sent will be today's data and the previous seven days' data. This is done by going to the "ELD" menu and tapping the **"Send"** button.



There is a comment field to put in the key phase or code given to you by the DOT official. After entering a comment choose one of the two options of sending data to the DOT official: Web Service or Email.

Web Service: This option will send the ELD data directly to the FMCSA web service. Nothing needs to be entered. Simply tap the "**Send by Web**" button.

Email: To send by email, type in the email address(es) the ELD data needs to be sent to, then tap the "**Send by Email**" button.

When the ELD data is sent the box will close.

 Send the ELD data for today and the previous seven days.

Comment

Comment is optional.

Web Service Send data to the FMCSA Web Service.

Send by Web

Email Send data to this email address:

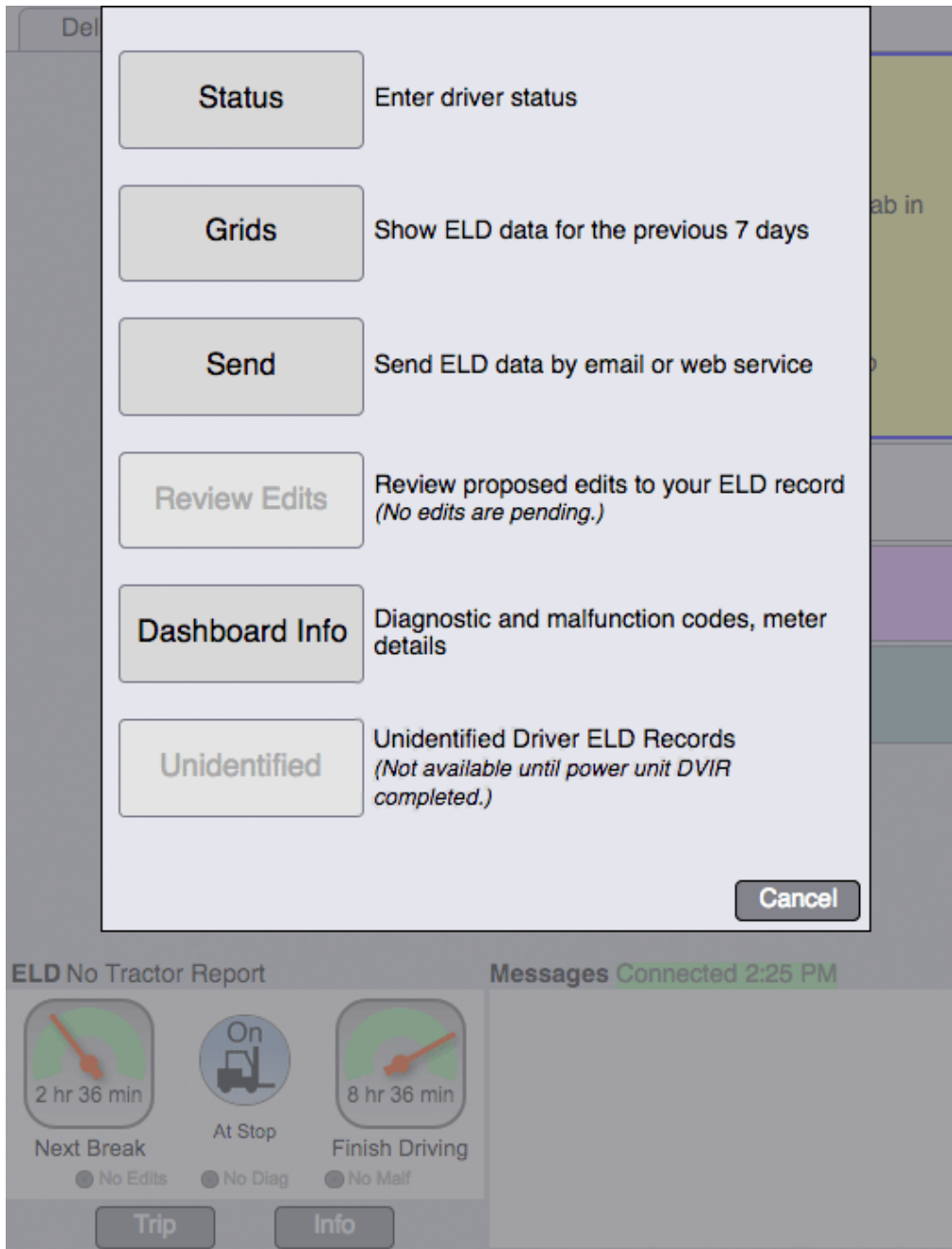
You may send to multiple email addresses by typing a comma between each email address.

Send by Email

Cancel

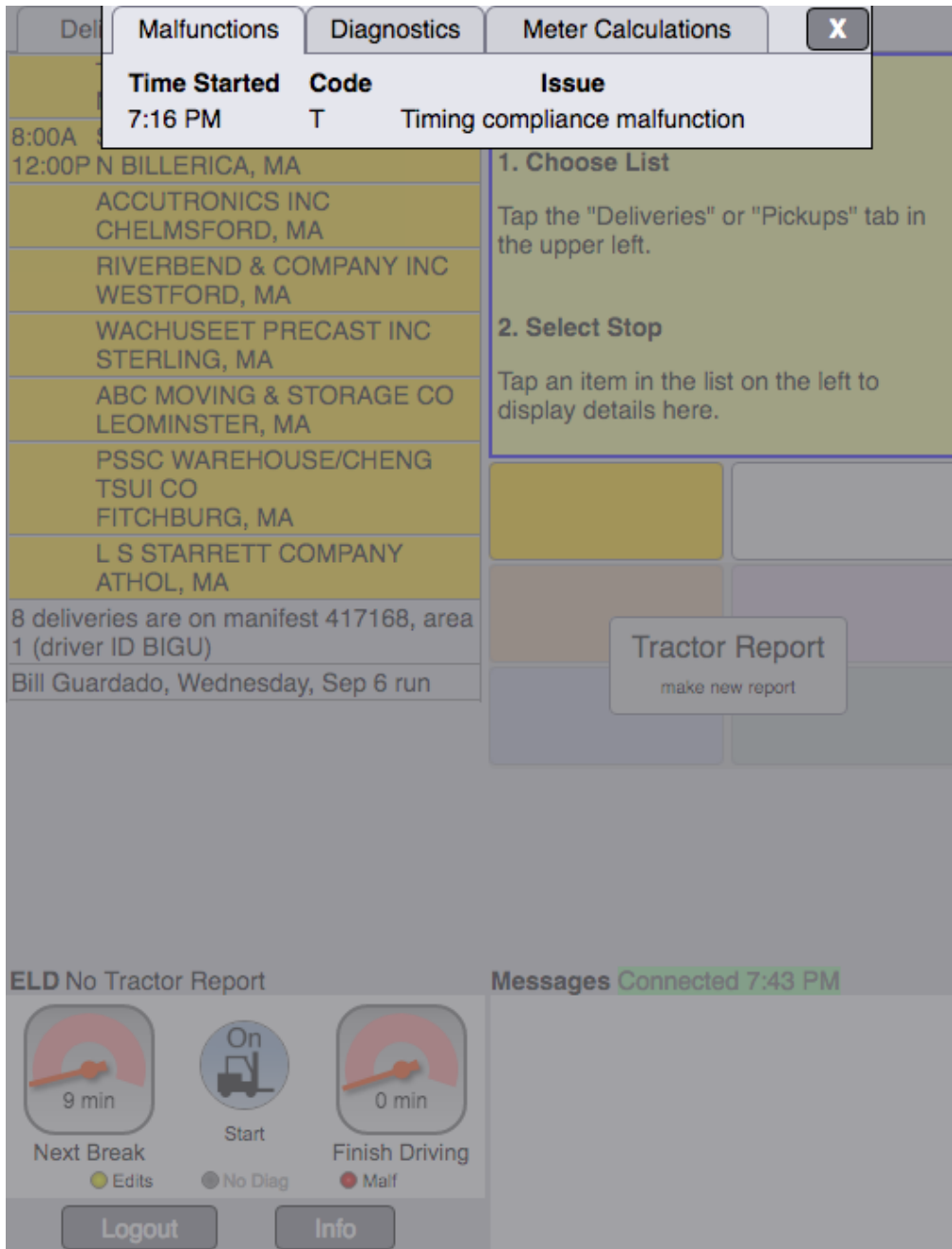
Diagnostics & Malfunctions

When one of the Diagnostics or Malfunctions indicators are lit you can get an explanation of the error that has occurred by going to the ELD menu and tapping on the "Diagnostics" button.



The Diagnostics button will bring up the diagnostic screen. The diagnostic screen has a tab for Malfunctions, Diagnostics, and Meter Calculations.

The Malfunctions tab will display the time, malfunction code and a brief description of the issue.



Each Malfunction/Diagnostic error will have a letter code letting the driver know what error it is and an event number that will be documented in the ELD data log.

Malfunction/Diagnostic Code:

P: Power compliance
 E: Engine synchronization compliance event
 T: Timing compliance diagnostic event
 L: Positioning compliance
 R: Data recording compliance event

Malfunction/Diagnostic Code:

1: Power data diagnostic event
 2: Engine synchronization data diagnostic
 3: Missing required data elements data
 4: Data transfer data diagnostic event
 5: Unidentified driving records data diagnostic

S: Data transfer compliance

Please ensure that your mobile device is fully charged prior to the start of your shift. If your mobile device shuts off during your shift it will cause a malfunction and any ELD data will be recorded as Unidentified Driver records.

The Meter Calculations tab will explain the time left on the Hours of Service Meters on the Mobile Dispatch Pickup and Delivery screen.

Meter Calculations

Current Time Wed, Sep 06 7:45 PM EDT

Start Of Day 12:00 AM

Week Length 8 days (including today)

Week Start Wed, Aug 30 12:00 AM EDT

Work Shift Start Wed, Sep 06 11:53 AM EDT

Rule	Max Time	Time Used	Time Remaining
Time Until Break	8:00	7:53	0:07
Driving Per Shift	11:00	0:00	11:00
On Duty Per Shift	14:00	7:53	6:07
On Duty Per Week	70:00	83:47	0:00

The *week start* is either the end of the last 34-hour reset, or the start of the HOS week (8 days ago), whichever occurred more recently.

The *work shift start* is the last time that a period of 10 or more hours off duty ended.

ELD No Tractor Report

Messages **Connected 7:45 PM**

Next Break 7 min

Start

Finish Driving 0 min

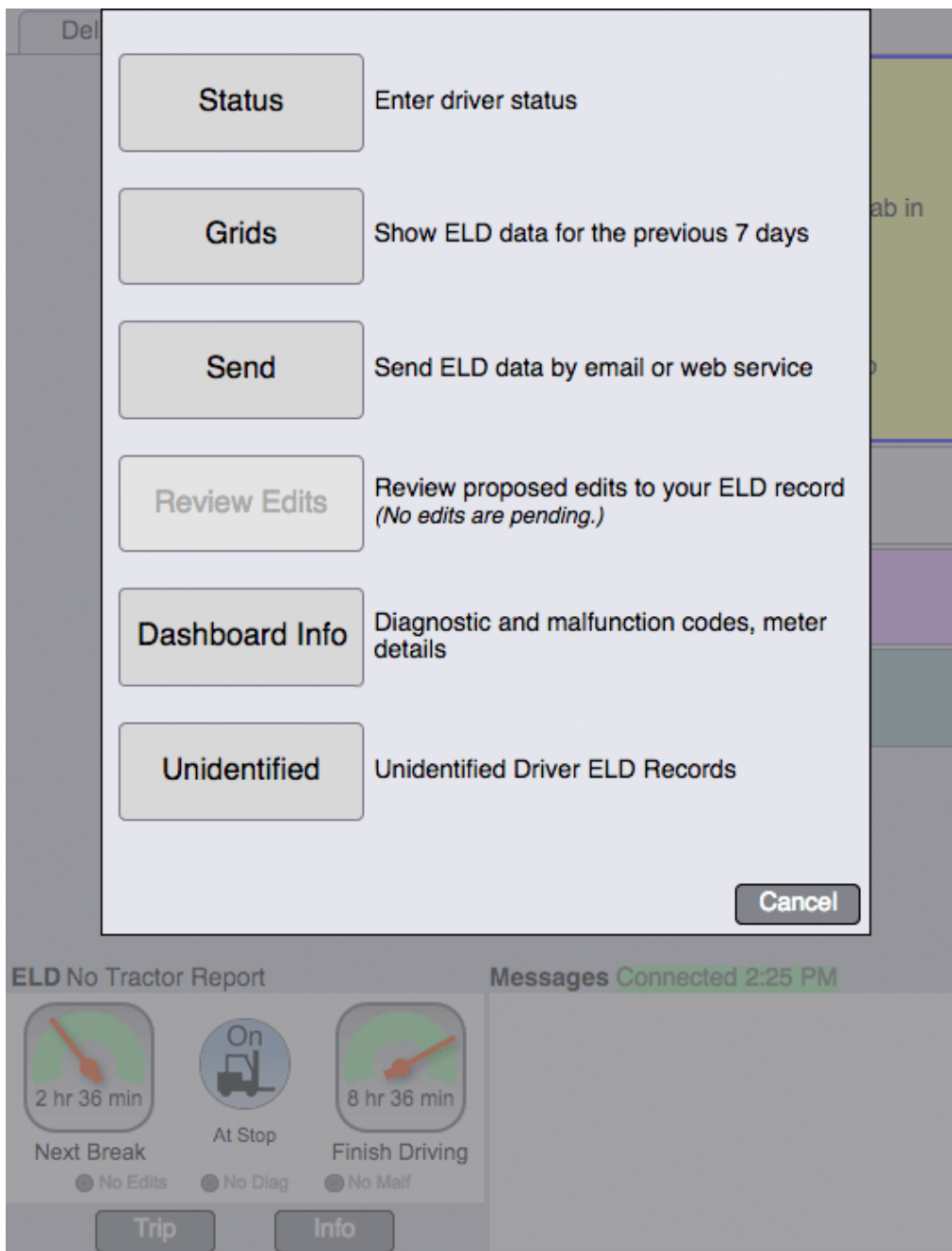
Logout Info

Unidentified Driver

The ELD will record data from the moment the engine is started until it is shut off, whether or not a driver has logged into a mobile device. If the vehicle user does not have a device the ELD Data records will be stored under the Unidentified Driver record. A DOT official will ask to see the Unidentified Driver records for the vehicle at the

same time they ask for the Driver's ELD Data records.

To tell if there are Unidentified Driver records, go into the "ELD" menu. If the Unidentified button is greyed out, there are no Unidentified Driver ELD records for that vehicle. When Unidentified Driver ELD records are available, the Unidentified button will be available (not greyed out).



Tap the "Unidentified" button and it will display the Unidentified Driver ELD records that are available for that day and the 7 previous days if there are any.

Unidentified Driver records for 1204 X				
Time	Location	Odometer	Eng Hours	Event Type/Status
Friday, Mar 31				
7:48 am	Methuen, MA	0	0.0	Diagnostic Cleared
8:04 am	Methuen, MA	0	0.0	Malfunction Cleared
3:46 pm	Methuen, MA	0	0.0	Malfunction Logged
6:35 pm	Methuen, MA	0	0.0	Diagnostic Logged
Saturday, Apr 1				
5:33 am	Andover, MA	0	0.0	Engine power up with conventional location precision
5:45 am	Andover, MA	0	0.0	Engine shut down with conventional location precision
Sunday, Apr 2				
7:07 am	Methuen, MA	0	0.0	Intermediate Log
6:50 pm	Methuen, MA	0	0.0	Intermediate Log

Once you are done reviewing the Unidentified Driver records, tap the "X" to close. Unidentified Driver records are only available for display and cannot be emailed.

If there is vehicle movement detected between the time a driver logs into their tablet and the driver completes the tractor report, a message will appear asking if the driving record belongs to the driver. The driver will be able to tap "Yes" or "No" after receiving the request. If the driver taps "No" the records will be added to the vehicle's unidentified driver record. If the driver taps "Yes" the records will be added to the driver's HOS record. There are four different circumstances that are possible.

1. The tractor was idling and did not move.
2. The tractor has moved at 5 MPH or less.
3. The tractor has moved within the home terminal yard and the driver is authorized for yard moves.
4. The tractor has moved at more than 5 MPH and the yard move conditions do not apply.

Note: If your mobile device dies or stops working during the day, the terminal can assign Unidentified Driver records to you and can be found in the Review Edit section just like a Suggested Edit would.

3. Office



Optional Service

ELD Driver Logs

The Driver Logs option tracks the driver's Hours of Service as required by the DOT.

DOT Statuses

There are four statuses that the DOT requires on the Driver Logs. Two of these statuses can have a Special Category modifier.

DOT Status	Description	Special Category
Driving	<p>An ELD automatically switches to "Driving" status as soon as the vehicle moves at a speed of more than five miles per hour.</p> <p>If a driver is in an exempt truck (CMVs older than model year 2000) that does not have an Engine Connection Device, the driver can switch to "Driving" status by tapping the "En Route" button on the main freight workflow screen, or tapping a "Driving" button in the driver status screen.</p>	
On-Duty (Not Driving)	<p>A driver switches to "On Duty" status by tapping the "Arrived" button on the main freight workflow screen, or tapping an "On Duty" button in the driver status screen.</p> <p>An ELD will prompt the driver when the vehicle has not been in motion for five consecutive minutes, to confirm the proper status. If the driver doesn't respond within one minute, the ELD will automatically switch the status to "On Duty/Not Driving".</p>	<p><i>Yard Moves (YM)</i> - A driver can record periods of yard moves if he is authorized. A Yard Move is time spent driving the vehicle in a yard that is classified as "On-Duty" time.</p> <p>Mobile Dispatch will end On-Duty/Yard Moves and enter Driving status if the vehicle is driven faster than would be expected in a yard or has traveled too far away from the yard (customer settings can modify these limits).</p>
Off-Duty	<p>A driver can switch to "Off Duty" by tapping an Off Duty button in the driver status screen, or logging off of Mobile Dispatch, provided that:</p> <ol style="list-style-type: none">1. The driver is relieved of all duty and responsibility for the care and custody of the vehicle, its accessories, and any cargo or passengers it may be carrying.2. For the duration of the stop, the driver must be at liberty to pursue activities of his/her own choosing.	<p><i>Authorized Personal Use (PC)</i> - Also called "Personal Conveyance." A driver can record periods when using a vehicle for authorized personal use, such as traveling between a driver's home and terminal. These periods of personal use may be considered "Off-Duty" time.</p> <p>A driver may not operate a laden CMV as a personal conveyance.</p> <p>A driver who uses a Commercial Motor Vehicle (CMV) for transportation home,</p>

References: www.fmcsa.dot.gov/hours-service/elds/using-elds; www.fmcsa.dot.gov/regulations/title49/section/395.2

and is subsequently dispatched from home, would be On-Duty or Driving from the time the driver leaves home.

Sleeper Berth A driver can switch to "Sleeper Berth" status by tapping the Sleeper Berth button in the driver status screen.

Because the driver cannot be required to do any work for the motor carrier during Sleeper Berth time, Mobile Dispatch blacks-out the screen and mutes all sounds during Sleeper Berth status. Messages or tasks sent to the driver during Sleeper Berth time are held silently in the tablet and are only displayed when the driver changes to an On-duty status.

Location Information

During On-duty periods, the Mobile Dispatch ELD service automatically records location with an accuracy of approximately a one mile radius.

During Off-duty periods (such as using a vehicle for personal use), the Mobile Dispatch ELD service automatically records location with an accuracy of approximately 10 square miles, to protect driver privacy.

Productivity Sub Statuses

Sub-statuses are a way to further break down the driver's day in more detail than is required by the DOT. Sub statuses are used to analyze driver or route productivity and also customer detention times. Sub statuses are customized to each carrier's specification. Every sub status is always assigned to one of the four DOT statuses.

A common set of Sub Statuses are:

Productivity Sub Status	DOT Status	Comment
Start	On-Duty	Begin work day at terminal
Driving	Driving	En Route to pickup or delivery, or over 5 mph
At Stop	On-Duty	Arrived at a pickup or delivery
Stopped	On-Duty	Vehicle stopped over five minutes, no driver response
Lunch	Off-Duty	
En Route to Terminal	Driving	
Returned to Terminal	On-Duty	
Done	Off-Duty	Work day is completed

Once a driver logs into his device, he is considered usually On-Duty. As he goes through the standard actions of his day by selecting the status buttons of the deliveries and pickups, the Driver Log is concurrently updated. When the driver's day is complete, the driver simply signs out to end his day.

Finding a Driver Logs

Once a driver log is complete the safety manager can find logs to review.

To find a driver log, click on "Driver Logs" from the Mobile homepage. This will bring up the Driver Log page. Then click on "Find Driver Logs", this will bring up the search options.

Select the date or date range of the driver logs and the driver's name and click on search. Leaving the name blank in the search field will display all the drivers that have a log.

Done

Find Driver Logs

What reports do you want to list?

Date On Day 3/19 Yesterday 3/19
(MM/DD/YY)

Driver ID (exact)

Terminal All

Driver Shift Both (night drivers or day drivers)

SearchDone

Once the search results appear, click on the date to bring up the Hours of Service grid. Any fields highlighted in red will indicate there is an alert that the driver log may have a violation.

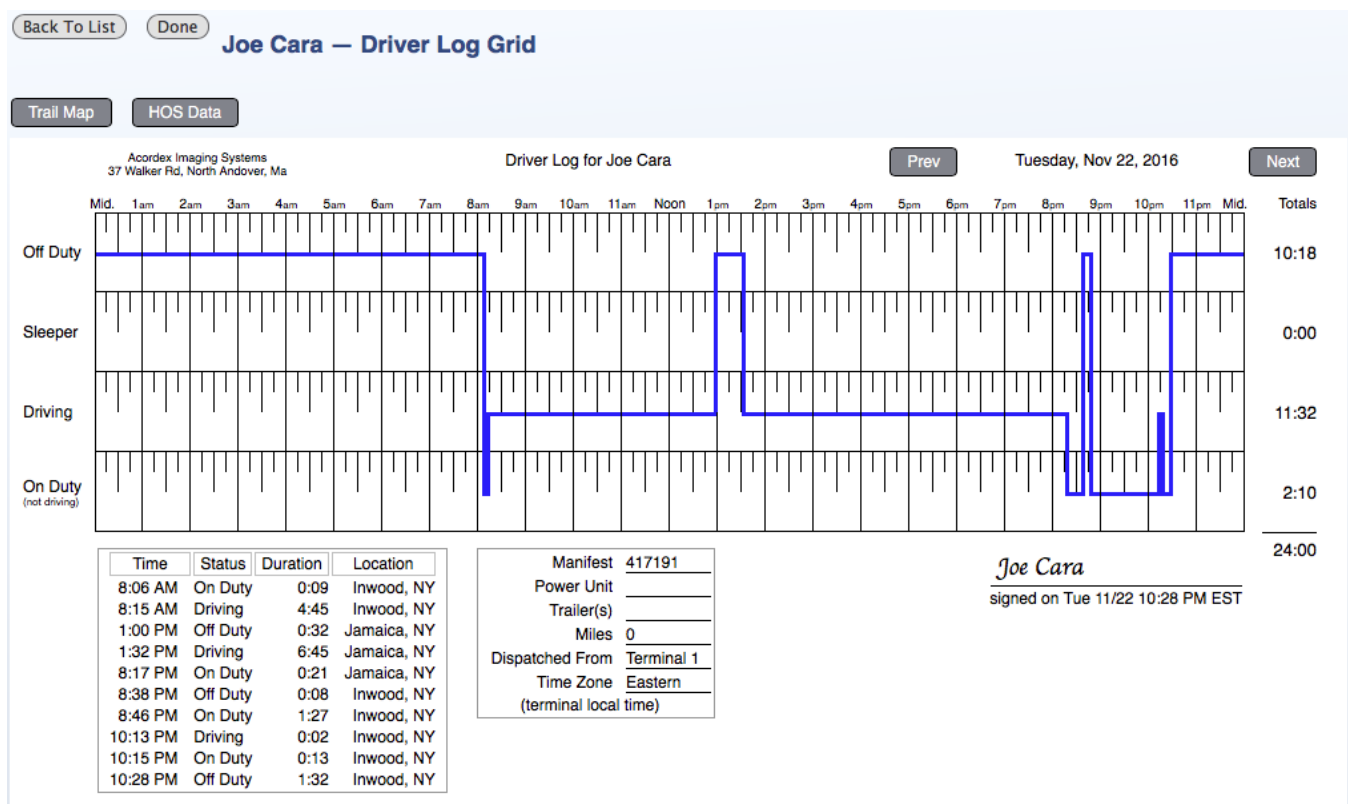
Search AgainDone

Driver Log List

	▼ Run Date	▼ Shift	▼ Driver Name	▼ Time Start	▼ Driving	▼ On Duty	▼ Total	▼ Available	▼ Lunch	▼ Violations	Notes
5	Fri 11/25/16	D	JOE CARA	Fri 8:05 AM	14:16	0:15	14:31	9:09	23	11Hr 14Hr 7Day Lunch(short)	
4	Thu 11/24/16	D	JOE CARA	Thu 8:33 AM	6:34	5:21	11:55	21:04	57,6		
3	Wed 11/23/16	D	JOE CARA	Wed 8:08 AM	12:23	1:28	13:51	34:55	32	11Hr 14Hr Lunch(early) Rest(only 9:40)	
2	Tue 11/22/16	D	JOE CARA	Tue 8:06 AM	11:32	2:10	13:42(*)	48:37	32,8	11Hr 14Hr Lunch(short)	
1	Mon 11/21/16	D	JOE CARA	Mon 8:07 AM	10:53	0:30	11:23	(R) 60:00	33		

5 reports match your search criteria.

Once the selected Driver Log Grid is up, you can then review the times and status for accuracy.



Making an Edit Suggestion

Errors sometimes happen and a log needs to be edited. A driver can edit their logs directly from their tablets or an edit suggestion can be sent by the office to the driver.

An edit suggestion can be made by clicking on the "HOS Data" button from the Driver Log Grid. This will bring you to the Driver Log Data screen. This will display the data as it currently appears to the driver.

[Back to List](#)
[Search Again](#)
[Done](#)

Joe Cara — Driver Log Data

[Trail Map](#)
[HOS Grid](#)

[< Prev](#)
Wednesday, Sep 6, 2017
[Next >](#)

☐ Edit Mode

Time	Status	Substatus	Duration	Entered
12:00 AM	Off Duty	Done	8:12	
8:12 AM	On Duty	Start	0:27	8:12 AM
8:39 AM	Driving		4:24	8:39 AM
1:03 PM	Off Duty	Lunch	0:31	1:03 PM
1:34 PM	Driving		8:44	1:34 PM
10:18 PM	On Duty	Returned to Terminal	0:03	10:18 PM
10:21 PM	Off Duty	Done	1:39	10:21 PM
Driving: 13:08 On Duty: 0:30 Total: 13:38				

Manifest 417191
 Dispatched From Terminal 1
 Time Zone Eastern
(terminal local time)

This shows the driver log as it currently exists approved by the driver. To view pending edits and make changes, click the "Edit Mode" button.

All dates shown are in the time zone of the terminal from which the run originated (EDT).
 If a time is displayed without an accompanying date, it occurred on the run date.

[Back to List](#)
[Search Again](#)
[Done](#)

To make an edit you will need to check the "Edit Mode" box on the left of this screen. This will display the edit and delete icons next to the data rows.

Back to List

Search Again

Done

Joe Cara — Driver Log Data

Trail Map

HOS Grid

< Prev

Wednesday, Sep 6, 2017

Next >

☒ Edit Mode — Leave edit mode to view revisions.

edit	delete	Time	Status	Substatus	Duration	Entered
		12:00 AM	Off Duty	Done	8:12	
		8:12 AM	On Duty	Start	0:27	8:12 AM
		8:39 AM	Driving		4:24	8:39 AM
		1:03 PM	Off Duty	Lunch	0:31	1:03 PM
		1:34 PM	Driving		8:44	1:34 PM
		10:18 PM	On Duty	Returned to Terminal	0:03	10:18 PM
		10:21 PM	Off Duty	Done	1:39	10:21 PM
Driving: 13:08 On Duty: 0:30 Total: 13:38						

+ Insert a new log entry.

Manifest 417191

Dispatched From Terminal 1

Time Zone Eastern
(terminal local time)

This shows the driver log with any pending edits that the driver must approve. If any edits are pending,

- the ~~current value~~ appears in gray and crossed out
- the proposed **new value** appears bold and in green
- A ~~proposed deletion~~ appears crossed out and in red


Note: An added record may not be edited until the driver approves it.

All dates shown are in the time zone of the terminal from which the run originated (EDT). If a time is displayed without an accompanying date, it occurred on the run date.

Back to List

Search Again

Done

When you click on the edit pencil  you will be able to edit the data row selected. You will be able to change the beginning time of the status and the status type. Once the edit is complete you must put in an annotation note as to why the edit is needed and then click "Save".

Driver Log Entry


Beginning at: (Enter time as 16:30 or 4:30P)

The driver status was:

☐ Driving (Driving)
☐ Driving To Terminal (Driving - Driving To Terminal)
☐ Break (Off Duty - Break)
☐ Done (Off Duty - Done)
☒ Lunch (Off Duty - Lunch)
☐ At Stop (On Duty - At Stop)
☐ Returned To Terminal (On Duty - Returned To Terminal)
☐ Start (On Duty - Start)
☐ Stopped (On Duty - Stopped)

☐ Authorized Personal Use Personal Conveyance Started - *Not authorized for Sep 6*
☐ Yard Moves Yard Moves Started - *Not authorized for Sep 6*
☐ PC/YM End End Authorized Personal Use (PC)/Yard Moves (YM)

Annotation:

When you click on the delete  next to the data row it will bring up a Delete this status record box. You will need to put in a comment as to why this record needs to be changed and click "OK".

Delete this status record ?

Comment for this edit (required):

Once the edit suggestion has been made it does not automatically update the driver log. DOT mandates that any edit suggestion be sent to the driver for approval or rejection. Once the edit has been approved by the driver, the change will be reflected in the driver log. If an edit is rejected by the driver, the driver log will remain unchanged.

If the ELD indicates that the vehicle was moving, edits can only change the Driving status to Yard Moves or Authorized Personal Use. If the office attempts to delete or edit Driving status to something other than Yard Moves or Authorized Personal use, an error message will appear indicating that the change cannot be made.

Driver Log Entry

Beginning at: 8:50 AM (Enter time as 16:30 or 4:30P)

The driver status

- ☒ **Driving**
- ☐ Driving To
- ☐ Break
- ☐ Done
- ☐ Lunch (Off Duty - Lunch)
- ☐ At Stop (On Duty - At Stop)
- ☐ Returned To Terminal (On Duty - Returned To Terminal)

The requested edit is not allowed as it would shorten driving time which was automatically recorded by the ELD.

OK

If a Driving status was entered by the office in error, that error can be corrected only if the ELD shows that the vehicle was not moving (Driving).

ELD Data Export

There may come a time when you need to export ELD data to a DOT inspector or even to the driver. There are 2 options available - download or email.

To export ELD data, click on "ELD Export" from the Driver Logs menu. Once the export screen appears, fill in the date or date range, driver and what export action you prefer. When "Download" is clicked it will save the file to your computer as a CSV file.

Done

Export ELD Data

Which ELD file would you like to export?

Date On Day Yesterday 3/28

(MM/DD/YY)

Driver ID (exact)

Export Action ☒ Download ☐ Email

Output File Comment (limited to 60 characters)

Export **Done**

When email is selected, it will display the Email Recipients box. One or more email addresses can be entered, one per line. There will also be a check box to include the previous 7 days in the output. The check box defaults to include the previous 7 days, but can be changed if desired. Once the "Export" button is clicked it will email the data files for the dates in a CSV file.

Done

Export ELD Data

Which ELD file would you like to export?

Date

On Day

3/29

Yesterday 3/29

(MM/DD/YY)

Driver ID

Type a name or ID...

(exact)

Export Action

☐ Download

☒ Email

Email Recipients

Enter one or more email addresses, one per line

Time Period

☒ Include previous 7 days in output

Output File Comment

(Optional) Enter a comment about the file

(limited to 60 characters)

Export

Done

The Output File Comment is an optional field and the data files can be sent without a comment. This field is intended to be for an identifying comment for a DOT inspection or officer to associate with the driver's files. The comments written here will also appear on the ELD data records included in the export.

50 of 50